

DOE OLC Functionality

Area/Functionality	Description	Comments
Registration		
Campus Map		
AdminBuilding	<p>The Administration Building is the location for training related functions that are administrative in nature. It provides access to student records, transcripts, faculty rosters, training facility maps, directions, etc.</p> <p>Facility Maps Facility Maps provides information on training centers, including addresses, directions, maps, equipment, and contact information.</p> <p>Faculty Lounge The Faculty Lounge requires special access and is where faculty members manage their self-paced course content and online course schedules and rosters.</p> <p>Class Schedule & Administration Class Schedule and Administration is the class roster for class sessions, which includes functions to give user credit and email an individual or the entire roster.</p> <p>Content Forms Content Forms are web-based forms for creating and managing online courses.</p> <p>Course Critique Course Critiques are the results of surveys filled out by users at the end of every self-paced course.</p> <p>Faculty Directory The Faculty Directory provides biographical and contact information about fellow faculty members.</p> <p>Student Records Student Records is a user's access to their individual profile and transcript information. From here, a user can add items to their transcript, update their profile, view their transcript, change their password, and change their organization. Managers and administrators with authorization can access course and user information from here.</p>	

	<p>Administrator Records Administrators with required access can query individual progress and course statistics. Queries include the progress of individual employees, the list and progress of employees enrolled in a particular course, and average test scores for all students that have completed the course.</p> <p>Change Organization Change Organization allows you to change your organization affiliation.</p> <p>Change Password Change Password allows you to change your user password.</p> <p>Organizational Records Organization managers with required access can query individual progress and course statistics. Queries include the progress of individual employees, the list and progress of employees enrolled in a particular course, and average test scores for all students that have completed the course.</p> <p>Student Transcript The Student Transcript is a list of all the courses a user has started through the site, with completion data for finished courses.</p> <p>Update Learning Events Update Learning Events allows you to add outside learning events to your Transcript. These can include seminars, talks, classes, etc. that were not taken through the site.</p> <p>Update Profile Update Profile allows you to update your personal data, including your address, phone number, etc.</p> <p><i>User Directory</i> The User Directory lists site users and faculty members that have elected to make their information available to others. It's searchable by partial or full last name.</p>	
Bookstore	<p><i>Books</i> Books are recommended industry-specific publications. They are listed alphabetically with title, author, and summary information. Books can be ordered online through a link to Amazon.com. Please note that any purchases are the responsibility of the person placing the order.</p>	

	<p><i>Merchandise</i> Merchandise features industry-related merchandise that may be ordered online.</p> <p><i>Software & Plug-ins</i> Software and Plug-ins is information about and links to browser enhancing software. While the functionality in this site does not require any special software, some content may.</p>	
Career Center	<p>The Career Center is the location for employees to access information and tools to assist in career development using tools provided by HR Learning and Development Services Group.</p> <p><i>Associations & Organizations</i> Associations and Organizations are industry-specific entities. They are listed alphabetically with a description, short history, and link to the web site of each group.</p> <p>Career Books Career Books are recommended career-related publications. Books are grouped by category, with title, author, and summary information. Books can be ordered online through a link to Amazon.com. Please note that any purchases are the responsibility of the person placing the order.</p> <p><i>Career Corner – Employer</i> The Career Corner for Employers enables registered employers to post and update job openings and search online resumes to locate new employees. This function can only be accessed by users given the proper authority.</p> <p><i>Career Corner – Individual</i> The Career Corner for Individuals allows registered users of the site to post an electronic resume and to search and respond to advertised job openings. Job openings may be searched by keyword, salary requirement, job category, and/or location. Resumes can be searched by potential employers. A check box on the resume form indicates whether not a user is actively looking for a new position.</p>	

	<p><i>Career Development Sites</i> The DOE has several Career Development Sites.</p> <p><i>Tutorials</i> Tutorials are short lessons on professional and office related subjects, covering topics such as career, communication, and software. Unlike courses, they are for information only, and completion of them is not a part of a user's transcript.</p>	
Conference Center	<p>The Conference Center is the location where students can collaborate on work related topics, review and post information, locate experts, and respond to others at their own convenience. No scheduling of collaboration tools is required and they are self-managed.</p> <p><i>Buyer's Guide</i> The Buyer's Guide is a list of organizations that advertise their services in the Conference Center. It is searchable by organization name, service type, location, and/or keywords.</p> <p><i>Demonstrations</i> Demonstrations are presentations focused on recent industry technology and advances. Summary information and a link to start the demonstration are provided.</p> <p><i>Exhibit Hall</i> The Exhibit Hall has links to virtual booths of supporting organizations. The booths are accessed by clicking a logo on the floor plan. The booth provides organization information as well as a link to the web site and an online form to request additional information.</p> <p><i>Technical Papers</i> Technical Papers are industry-related publications, presentations, and articles. Information includes author, source, summary, and a link to the document.</p>	<p>This area may also be used for Best Practices. For example, the exhibit booths may be used to spotlight best practices by creating an informational exhibit and links for additional information.</p>
Learning Center	<p>The Learning Center is the location for the following functions:</p> <ul style="list-style-type: none"> ➤ Courseware catalogue ➤ Schedules of pending sessions ➤ CBT delivery 	

	<ul style="list-style-type: none"> ➤ Links to an external training provider's courseware site and events ➤ Student enrollment capabilities ➤ Training Administrator and Trainer functions <p>The Learning Center provides access to courses that are offered to employees, both online and in the classroom setting. Employees have the ability to select the location that's most convenient to them and electronically enroll or cancel participation.</p> <p><i>Course Information & Enrollment</i> Course Information and Enrollment provides course synopsis information, online enrollment for classroom courses, and access to self-paced courses. Grouped into topics and searchable by keywords, course information includes date, time, cost, instructor, and course description.</p> <p><i>Notes & Assignments</i> Notes & Assignments is information posted by the instructor for an online or classroom course. It includes scheduling information, assignments, additional references and resources, and instructor notes.</p>	
Lecture Hall	<p><i>Audio & Video Presentations</i> Audio & Video Presentations are live and/or archived audio and video materials. These materials may require a plug-in or special software to run. Check Software and Plug-ins in the Bookstore for the most commonly used ones.</p> <p><i>Collaborative Areas</i> Collaborative Areas provide peer to peer and instructor to student interaction. Through the use of chat rooms, users can communicate with others in real time.</p> <p>Chat Chat Rooms are virtual spaces for users to communicate real-time. Organized into subjects, users select a chat topic and join an in progress dialogue of other users currently in that Chat Room.</p>	
Library	<p>The Library is the location for references, research materials, and links to information and learning resources.</p>	

	<p><i>FAQs</i> Frequently Asked Questions (FAQs) is a compilation of common industry issues in the form of questions and responses. Questions may have multiple answers from different sources.</p> <p><i>Periodicals</i> Periodicals are online magazines, newsletters, and newspapers. Information includes a summary and a link to the site.</p> <p><i>Quick Sites</i> Quick Sites are shortcuts to key industry sites. Information includes a summary and a link to the site. There is also a link to submit a critique of any listed site.</p> <p><i>References</i> References are industry-specific files of various media that include articles, surveys, reports, etc. References are organized by topics, and include source, file type, and media type information and a link to the site. They are also associated with online courses and are available when referred to in courseware.</p> <p><i>Regulations & Policies</i> Regulations and Policies are industry-specific standards and guidelines. They are listed alphabetically with a description, source, author, and a link to the online document.</p> <p><i>Resources</i> Resources are pre-selected sources for online research. Grouped into categories (Associations, Government, Education, and Industry), they are listed with a summary and a link to the site.</p>	
Student Union	<p><i>Bulletin Board</i> The Bulletin Board is a discussion-based forum, organized by forums, where users post, read, and reply to messages.</p> <p><i>Hot Topics</i> Hot Topics is a running discussion about a single posted topic. New issues are periodically posted, and</p>	

	<p>links to information about the current topic are included at the bottom of the page.</p> <p><i>Newsletter</i> The Newsletter is a recent publication on industry events, with a link to search archived versions. The archives can be searched by keywords, and the resulting list includes summary information and a link to the archived publication.</p> <p><i>PeerNet</i> PeerNet is a collection of online "business card," searchable by other users. An individual's card contains contact and professions information, highlighting skills, talents, products, and services. Users activate and update their cards here, and can search for other individuals using a general keyword or expanded search.</p>	
Main Toolbar (Top)	<p>Info – Links to an information page about the site and the organization responsible for the site.</p> <p>Map – Brings the user back to the Campus Map</p> <p>Index – Provides a text index of all site functionality. The index is critical for ADA compliance and providing access for disabled site users.</p> <p>IDP – May be used to establish an Individual Development Plan.</p> <p>Glossary – Access to the site glossary.</p> <p>Feedback – Contact sensitive email to the site administrators from users.</p> <p>Notepad – Provides users the ability to take and save notes. This functionality automatically identifies where the student was when they took the note.</p> <p>Research – Links to the site Research Assistant, providing a search capability of all site references and courses.</p> <p>Help – Contact sensitive help, providing navigational help based on where the user is when selecting the icon.</p> <p>Quick Access Pull Down Menu – Quick access to all functional areas in the site. This menu also provides access to the Administrator's Console for site administrators, based on access rights.</p>	